



Division of Administration
Office of the Chief Operating Officer
Managing Attorney – New York City
Reference No. DOA_NYC_MA/AAG_3071

The Chief Operating Officer (COO) of the Office of the New York State Attorney General (OAG) is seeking an experienced litigator and manager to serve as the OAG's Managing Attorney.

As a member of the Division of Administration, the successful candidate will have the rare opportunity to assist the COO with business transformation efforts that include improving and standardizing litigation and case management support services offered by the OAG Managing Attorney's Office. The Managing Attorney will provide support and advice to drive process improvements in accordance with best practices. The Managing Attorney and team are responsible for intake, filing, calendaring, monitoring and reporting of all court related matters in addition to other responsibilities.

These services of the Managing Attorney's Office are provided to all of the OAG offices located throughout the state, which includes the executive offices in Albany and New York City and thirteen (13) regional offices. This position is located in New York City and some travel will be required.

Specific responsibilities include, but are not limited to, the following:

- Supervision of Managing Attorney's Office staff
- Identify opportunities for process improvements and increasing agency intake support
- Assist OAG attorneys with identifying appropriate OAG services and resources relevant to successful outcome of casework including training, eDiscovery, and case based staff augmentation
- Review Case Management system reports and business intelligence dashboards to evaluate and monitor agency performance
- Advising OAG attorneys on federal and state procedural issues and individual judge's rules in state and federal cases
- Managing the receipt, filing, service and delivery of court papers and litigation documents
- Calculating procedural deadlines and facilitating data entry for case management docketing and tickler system
- Reviewing court filings and litigation documents for compliance with court rules, as requested
- Managing outside service of process contractors
- Acting as a liaison between OAG attorneys and the courts
- Assisting OAG attorneys with secure pass applications to various courts

We seek applicants with the following qualifications:

- At least five (5) years of combined litigation and litigation management experience in federal and NY state courts in a public or private setting
- At least three (3) years of experience supervising attorneys and/or support staff
- JD admission to NYS Courts required and admission to federal courts preferred
- Solid working knowledge of federal and NY state court procedural rules
- Highly professional, creative problem solver, well organized, timely and detail-oriented

Applicants must reside in (or intend to soon become a resident of) New York State and be admitted to practice law in New York State. In addition, the Public Officers Law requires that attorneys in the Office be citizens of the United States.

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.*

HOW TO APPLY

Applications are being received online. To apply, please click on this link: [DOA NYC MA/AAG 3071](#); applicants will be taken to the online application page for this position.

Applicants must be prepared to submit a complete application consisting of the following:

- [Cover Letter](#) (You may address to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment)
- [Resume](#)
- [Writing Sample](#)
- List of three (3) [references](#) with contact information and email addresses

Please note: Failure to submit a complete application will delay the consideration of your application.

If you have questions about a position with the OAG, the application process or assistance with submitting your application, please contact the Legal Recruitment Bureau via email at recruitment@ag.ny.gov.

For more information about the OAG, please visit our website: www.ag.ny.gov.